



**VIRGINIA DEPARTMENT OF SOCIAL SERVICES
DIVISION OF FAMILY SERVICES**

Domestic Violence Prevention Program

**REQUEST FOR APPLICATIONS (RFA)
FOR
FY 04-05 FUNDING**

NUMBER G-SVC-04-08

APPLICATION DEADLINE: 5 p.m. April 30, 2004

Pre-Application Sessions:

10:00 to Noon, April 1, 2004 in Roanoke or
10:00 to Noon, April 8, 2004 in Henrico County

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I. INTRODUCTION

Purpose

FY 04-05 is the first year that the Virginia Department of Social Services is using a Request for Application (RFA) process to award funding for local domestic violence services. The following funding streams are included in this application:

- Victims of Crime Act (VOCA)
- Family Violence Prevention and Services Act (FVPSA)
- Virginia Family Violence Prevention Program (VFVPP)
- Temporary Assistance for Needy Families (TANF)

Please note that all awards under any of the four programs included in this RFA are contingent on the availability of funding.

Awards for each of the four programs will be made for state fiscal year July 1, 2004 through June 30, 2005. **The application is due no later than 5:00 pm, Friday April 30, 2004.** No applications will be accepted by facsimile or electronically. Applications received after the deadline will **not** be considered. Send or hand deliver one completed application with original signatures and four copies to:

Helen Leonard, Program Consultant
Virginia Department of Social Services
7 North Eighth Street, Fourth Floor
Richmond, VA 23219

Review the program guidelines and requirements for eligibility information specific to each of the four funding streams included in this application prior to completing the application. An explanation of the types of services funded and a general description of the population to be served are included in the **Definitions Section**, Appendix I, of this document.

Applicants offering the following comprehensive domestic violence (DV) services will be given priority in the review process:

- Provide 24-hour access to safety for domestic violence victims and their children;
- Provide 24-hour access to information, referral and crisis intervention for victims of domestic violence to support them in their individual decisions;
- Provide confidential services to victims of domestic violence and their children at no charge to the victim;

- Network to link victims of domestic violence with available resources in the community including services offered through local departments of social services;
- Recognize and respond to the differing needs of diverse populations within the community and involve those diverse populations and victims in the delivery of services;
- Establish policy and practice that does not discriminate in the delivery of services based on age, race, ethnicity, gender, religion, ability or disability, sexual orientation, class or income; and
- Provide community education and public awareness that encourages all individuals to seek assistance when it is needed and to work toward the elimination of domestic violence.
- The services listed above are services required of domestic violence programs certified by Virginians Against Domestic Violence (VADV), the state DV coalition. Certification by VADV, or the ability to be certified within six months of the VDSS award, will be a factor considered in the selection process. For additional details about certifications, please refer to: <http://www.vadv.org/certification.html>.

Priority will be given to maintaining current services. Current recipients of VDSS funding for domestic violence should plan to submit a budget that anticipates level funding. To the extent that additional funding is available, applications for new programs, meeting the criteria defined in this RFA, will be accepted and considered for funding.

Throughout the grant year, recipients of any funding may be monitored by VDSS staff through a review of required reports, documentation of eligible expenditures prior to disbursement of grant funds, desk review of programmatic, administrative, and financial procedures and on-site visits. VDSS staff are available to provide technical assistance and training to grant recipients. Two statewide training sessions are conducted annually.

Eligible Applicants

Eligible applicants are incorporated nonprofit organizations and local governments in Virginia providing comprehensive domestic violence services. Eligible statewide organizations operating in Virginia must have already obtained a valid 501 designation under the Internal Revenue Service Code. Proof of IRS designation is required at the time of application. Please attach proposed organizational chart for FY 05 showing the location of the DV services/program within the applicant agency's structure.

Funding Available and Grant Period

Federal and state awards for FY 05 are not yet available. The table below shows total funding available for the Domestic Violence Prevention Program for FY 04:

Year	VOCA	FVPSA	VFVPP	TANF
2003-04	2,014,021	2,084,168	1,326,578	1,187,500

Grants will be awarded for the period July 1, 2004 through June 30, 2005. Awards may be renewed for up to two years thereafter.

Performance Measures

In order to document success, all recipients of funding from this RFA must report on the following outcomes measures:

- 1) Increase in the percentage of DV survivors that exit the program with a safety plan.
- 2) Increase in the number of DV victims that seek a Protective Order or Criminal sanctions after receiving services from the DV shelter.
- 3) Increase in the number of DV survivors that have safe and stable housing following services from the shelter.
- 4) Increase by 5% the number of DV survivors that report the local departments of social services were helpful.
- 5) Reduce by 5% the number of families requesting shelter and turned away from shelter due to lack of space.
- 6) Increase percent of DV survivors exiting the program with increase in life skills based on pre- and post- assessment of identified life skills (TANF only).

All recipients of funding from this RFA must provide statistical data to VDSS through VADa, the statewide domestic violence and sexual assault on-line system. Applicants must sign and submit the "Authorization to Receive Automated Data" which is included in the Application Form. Specific reporting instructions will be provided to recipients at a later date during training.

This grant is cost reimbursable. Reimbursements will be made quarterly unless a request for hardship is made and approved by VDSS, in which case, reimbursements may be monthly. All reimbursements will be deposited electronically through the Virginia Department of Account's Remittance Electronic Data Interchange (EDI) Virginia. Application information for EDI can be found on the Department of Account's website: www.doa.state.va.us.

Additional Information

Copies of this grant application, including the necessary grant application forms and instructions, should be downloaded from the DSS website. This information may be accessed at www.dss.state.va.us. Grant award notices will also be published on this website. If you have additional questions regarding this RFA, please contact:

Domestic Violence Program Consultants –

Helen Leonard - (804) 726-7510 – helen.leonard@dss.virginia.gov

Bec Nelson – (804) 726-7537 – rebecca.nelson@dss.virginia.gov

Becky Weybright – (804) 726-7502 – rebecca.veybright@dss.virginia.gov

Address: VDSS, 7 North 8th Street, 4th Floor, Richmond, Virginia 23219

II. PROGRAM OVERVIEW AND REQUIREMENTS

Program Overview

For FY 05, this RFA incorporates the Virginia Family Violence Prevention Program (VFVPP) funds, the Victims of Crime Act (VOCA) funds, the Family Violence Prevention and Services Act (FVPSA) funds, and the Temporary Assistance for Needy Families (TANF) funds together with funds from the Commonwealth for purposes of grant application and awards. Within the broad framework of providing services for victims of domestic violence, the following are objectives of the Virginia Domestic Violence Prevention Program:

- Initiate and strengthen in local communities, basic services for victims of domestic violence.
- Expand community education on domestic violence issues, outreach services, and support and advocacy for victims of domestic violence.
- Maintain existing services to victims of domestic violence, and provide new services, to the extent funding is available.

Successful applicants should provide comprehensive domestic violence services, including but not limited to, the crisis and core services listed below (see Definitions in Appendix I):

- 24-Hour Crisis Telephone Service (Hotline);
- Temporary Emergency Shelter (directly or by arrangement);
- Crisis Intervention and Safety Planning;
- Supportive Counseling;
- Information and Referral;
- Emergency Transportation;

- Coordination of Services;
- Legal Advocacy;
- Children's Services;
- Volunteer Program;
- Systems Advocacy;
- Community Education and Public Awareness.

Applicants have the flexibility to design services to meet the domestic violence victim needs of underserved populations, as well as to develop creative service delivery approaches. Examples include services to older battered women, services to persons with disabilities, services to achieve economic self-sufficiency, transitional housing, etc. The completed application should include specifics in the proposed overview of activities / outcomes. Successful applicants should have sufficient program administration to develop and implement sound policies in delivery of DV services.

All applicants must be in good standing with the Department for receipt of previous funding to be considered for domestic violence grants. Basic reporting requirements are addressed in Section V of this RFA.

Program Guidelines and Requirements

A. Victims of Crime Act (VOCA)

VOCA funds may be used for an array of direct services to assist victims of domestic violence and their children achieve immediate health and safety. Examples include crisis intervention, hotline counseling, emergency food, clothing, transportation and shelter, other services offering immediate safety; assistance with participation in criminal justice proceedings such as advocacy, accompaniment, transportation, child care, or respite, etc.; mental health assistance including counseling and therapy, forensic examinations if no other funds are available, costs necessary and essential to providing direct services such as pro-rated costs of rent, telephone service, personnel costs **directly related to providing direct services**, skills training for paid and volunteer direct service staff.

FY 2005 VOCA funding is provided by the Department of Justice to the Virginia Department of Criminal Justice Services (DCJS) which then sub-grants to the Virginia Department of Social Services funding for victims of domestic violence. Awards are competitive, based upon the criteria set forth in this application. For detailed information regarding the program background and federal guidelines, please refer to:

<http://www.ojp.usdoj.gov/ovc/welcovc/scad/guides/vaguide.htm>.

B. Family Violence Prevention and Services Act (FVPSA)

FVPSA offers grants to assist States in establishing, maintaining, and expanding programs to prevent family violence and to provide immediate shelter and related assistance for victims of family violence and their families. Related assistance includes the provision of direct assistance for the purpose of preventing further violence, helping victims to gain access to criminal court and other community services, facilitating the efforts of victims to make decisions concerning their lives in the interest of safety, and assisting such victims in healing from the effects of violence. Services include, but are not limited to, outreach and prevention, employment training, preventive health care, prevention programs for school age children, counseling, transportation, children's counseling and support services.

FY 2005 FVPSA funding is provided by the Department of Health and Human Services, Administration of Children and Families to the Virginia Department of Social Services (VDSS). Awards are competitive, based upon the criteria set forth in this application. Additional information regarding the FVPSA Program can be found at the following sites:

<http://victimservicegrant.iowa.gov/Documents/FV%20Eligibility.pdf>

<http://www.acf.dhhs.gov/programs/ocs/famvio00.htm>

<http://victimservicegrant.iowa.gov/Documents/FV%20Certified%20Assurances.pdf>

C. Virginia Family Violence Prevention Program (VFVPP)

The Virginia Family Violence Prevention Program (VFVPP) was created to offer local communities an opportunity to design domestic violence services to meet unique community needs as well as to fund statewide initiatives. A portion of the appropriation has been funded through the Social Services Block Grant (SSBG).

FY 05 VFVPP funding is appropriated by the Virginia General Assembly to the Virginia Department of Social Services. VDSS awards funding on a competitive basis based upon the criteria set forth in this application.

D. Temporary Assistance for Needy Families (TANF)

The Temporary Assistance for Needy Families (TANF) block grant is authorized under Title IV-A of the Social Security Act, as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). The Virginia General Assembly designated TANF funds to provide crisis and core services to victims of domestic violence.

Both shelter and non-shelter applicants must include plans for emergency access to shelter in any satellite office area. TANF funds may be used ONLY

to serve families with children under the age of 18 or, if a full time student in a secondary school (or the equivalent level of vocational or technical training) less than 19 years who resides with the family, or a pregnant individual. TANF funds must not be used to provide services to clients with incomes in excess of 200% of the Health and Human Services federal poverty guidelines.

Additional information regarding the TANF Program can be found at the following website: <http://www.acf.dhhs.gov/programs/ofa/finalru/htm>.

The tables on the following pages indicate specific funding stream requirements and unallowable costs.

DV PROGRAM REQUIREMENTS – MARCH 2004

("X" Indicates Requirement)

REQUIREMENT	VOCA	FVPSA	VFVPP	TANF
Comply with All Federal and State Laws	X	X	X	X
Only Costs and Expenses Necessary to the Performance of the Grant	X	X	X	X
No Fee for Services	X	X	X	X
Display Civil Rights Information	X	X	X	X
Collaborate w/ Interested Parties	X	X	X	X
Maintain Time and Attendance Records for All Funded Staff	X	X	X	X
Prohibit Discrimination per Federal Regulations	X	X	X	X
Utilize Volunteers	X	X	Encouraged	Encouraged
Determine Need and Provide Services Based on Income	N/A	N/A	N/A	X (Below 200% of Federal Poverty Level)
Serve only Families w/ Children below Age 18, or age 19 and in school	N/A	N/A	N/A	X
Client/Counselor Confidentiality (Attach copy of agency policy)	X	X	X	X
Provide Match, Cash or In-Kind	20%	35% for New Program; 20% for Established Programs	20%	None
Provided Total Funding for Program by Source (F/S/L)	X	Encouraged	Encouraged	Encouraged
Confidentiality of Shelter Location	Encouraged	X	Encouraged	Encouraged

SERVICES UNALLOWABLE UNDER DOMESTIC VIOLENCE PREVENTION SERVICES FUNDING

VICTIMS OF CRIME (VOCA)	FAMILY VIOLENCE PREVENTION SERVICES ACT (FVPSA)	VIRGINIA FAMILY VIOLENCE PREVENTION PROGRAM (VFVPP)	TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
Federal	Federal	State	Federal
Expenditures other than those necessary incurred in the performance of the grant	Expenditures other than those necessary incurred in the performance of the grant	Expenditures other than those necessary incurred in the performance of the grant	Expenditures other than those necessary incurred in the performance of the grant
Services to perpetrators	Direct payments to victims		Juvenile justice activities (42 USC 604(A)(2))
Limited medical expenses			Medical services other than pre-pregnancy family planning (42 USC 604a(j))
Fundraising			Purchase of a vehicle
Property Loss			Purchases over \$500 without VDSS written approval
Relocation Expenses			Any services or payments that are considered "assistance" as defined by the TANF grant (42 USC 601-619 and 45 CFR Part 260, et al)
Administrative staff expenses			
Indirect organizational costs, such as mortgage payments, liability insurance			
Conferences for victims			
Crime prevention			

VICTIMS OF CRIME (VOCA)	FAMILY VIOLENCE PREVENTION SERVICES ACT (FVPSA)	VIRGINIA FAMILY VIOLENCE PREVENTION PROGRAM (VFVPP)	TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
Services in inpatient treatment facilities			
Needs assessments, surveys, studies, interagency agreements, development of protocols			
Contract services without prior permission	Contract services without prior permission	Contract services without prior permission	Contract services without prior permission
Supplanting other federal, state, local funding	Supplanting other federal, state, local funding	Supplanting other federal, state, local funding	Supplanting other federal, state, local funding
Lobbying / Administrative Advocacy	Lobbying / Administrative Advocacy		Lobbying / Administrative Advocacy
		Research	
		Purposes other than DV services	

III. APPLICATION PREPARATION AND SUBMISSION INSTRUCTIONS

In order to be considered for funding, all applicants must submit one original and four bound copies of the following documents in the following order:

1. DV GRANT APPLICATION FORM (with signatures)
2. ASSURANCES FORM SF-424B (with signatures)
3. W-9 FORM
4. ACTIVITIES/OUTCOMES FORM
5. PROPOSED BUDGET – must include both
 - a. Itemized Budget form and
 - b. A clear explanation, NOT TO EXCEED ONE PAGE, of expenses if not clearly stated on the itemized budget form.
6. INTERAGENCY AGREEMENT(s) or comparable document(s) demonstrating community collaboration in the planning and provision of domestic violence services.
7. OTHER REQUIRED ATTACHMENTS
 - a. 501 Certification or other type of IRS designation
 - b. A copy of the organization's mission statement and organizational chart must be included to ascertain the eligibility of the applicant.

Applications must be signed by an authorized representative of the applicant. All information requested should be submitted. Failure to submit all information requested may result in VDSS' requiring prompt submission of the missing information and/or giving a lowered evaluation of the application. Applications which are substantially incomplete or lack key information may be rejected by the VDSS. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

1. GRANT APPLICATION FORM

A Grant Application has been provided and shall be submitted as the first document of the grant submission package. **Applications which lack required signatures will not be considered.** (Attachment A provides instructions for the Grant Application Form, and Attachment B is the Grant Application Form.)

2. REQUIREMENTS AND ASSURANCES

Federal Assurances Form SF-424B and Form W-9 must be completed. **Proposals that lack signatures will not be considered.** (Instructions for downloading these forms are found in Attachment B.)

3. GENERAL CONDITIONS AND ASSURANCES

General Grant Conditions and/or assurances have been provided.

Proposals that lack signatures will not be considered. (Forms are included in Attachment C.)

4. OVERVIEW OF ACTIVITIES/OUTCOMES FORM

One of the goals of VDSS is “to enhance the independence, well-being and personal responsibility of our customers.” Through the award of grants to fund services to victims of violence, recipients of funding are expected to improve and increase access to high quality domestic violence services. VDSS is continuing to collaborate with local domestic violence programs and the statewide coalition to further develop program outcomes. The following outcomes will be measured during the FY 05 grant period:

- a. Increased percentage from FY 04 of DV survivors that leave the program with a safety plan
- b. Increase in the number of DV survivors that seek a Protective Order or Criminal Sanctions after receiving services from the DV shelter
- c. Increase in the number of DV survivors that have safe and stable housing following services from the shelter
- d. Increase by 5% the number of DV survivors that report the local departments of social services were helpful
- e. Reduce by 5% the number of families requesting shelter, but the shelter contacted was full
- f. Increase percent of DV survivors exiting the program with increase in life skills (for TANF funded programs only)

Applicants should use the Overview of Activities/Outcomes Form to provide information about the activities, outputs and desired outcomes referenced above.

5. ACTIVITIES/OUTCOMES NARRATIVE

Attachment B, DV Grant Application Form, provides space for a brief narrative description of activities and outcomes. All activities that are check-marked on the form entitled *Additional Information Section of the DV Grant Application Form* should be addressed in the narrative. The descriptions should identify the services for which funding is requested, the goals, objectives and key activities, estimated number of persons to be served through the funding for each service, and each service should be linked to one of the performance measures listed on Page 5 of this RFA and also shown above on this page.

6. PROPOSED BUDGET

Complete the Itemized Budget Sheets (Attachment E, 1 – 5). Use the space on Attachment B-6 to explain any expenses not clearly identified on the Itemized Budget Sheets. Dollar amounts for in-kind match must be thoroughly identified and justified.

All expenses included in the application must be allowable under federal and state regulations, must be reasonable, necessary, and must apply directly to the project.

When calculating match, divide the amount of the funds requested by the difference between 100% and the percentage of match required, then subtract the amount of funding requested from the figure obtained. For example: a 20% cash or in-kind match may be computed by dividing the amount of the funding requested by .80 and subtracting the amount requested from the figure obtained. A program requesting \$40,000 would be required to provide a cash or in-kind match in the amount of \$10,000 for a total budget of \$50,000 ($\$40,000 / .80 = \$50,000$, less the amount requested, \$40,000, for a match totaling \$10,000). (Another example: A program requesting \$30,000 that is able to provide a 20% match would compute as follows:

$\$30,000 / .80 =$ a total budget of \$37,500: \$37,500 less the \$30,000 requested = \$7,500 of match.) A program wishing to provide a 35% match would divide its requested amount by .65, and subtract the amount requested from the result to obtain the match amount ($\$50,000 / .65 =$ a total budget of \$76,923. $\$50,000$ from \$76,923 = \$26,923 match). Match amounts should be rounded up to the nearest dollar.

7. INTERAGENCY AGREEMENTS

Effective provision of services to survivors of domestic violence and their children requires many resources. Through a community collaboration model, applicants **must** demonstrate the use of other community services in planning and service delivery. Please attach interagency agreement(s) or other comparable documents to demonstrate collaboration in planning and service delivery. If other agencies are specifically responsible for implementing portions of the activities shown on the Overview of Activities/Outcomes Form, please submit a letter of support from those organizations regarding those activities.

IV. PROCESS OF REVIEW AND CRITERIA FOR AWARD

Grant applications will be screened by VDSS staff for completeness and responsiveness to the RFA. A peer review panel will be created of members having knowledge of domestic violence service delivery. The panel will be provided information regarding the outcomes of the VDSS staff screening. The review panel will specifically review and discuss applications demonstrating less responsiveness to the RFA. Below are the criteria to be used by the peer review panel:

A. Criteria for Selection:

<u>Points</u>	<u>Criteria</u>
15	<u>CONTENT</u>
3	Concise and complete
3	Realistic in scope
3	Reflects "best or promising practices"
3	Congruence among all application components
3	Demonstrates planning in all aspects (mission, community collaboration, services provided, outputs, outcomes and budget)
15	MISSION AND APPROACH
5	Applicant agency mission addresses provision of services to survivors of domestic violence
5	Service delivery is designed to support DV survivor's self-determination in safety
5	Demonstrates community collaboration in the planning and provision of services including collaboration with local department of social services
30	PROJECT ELEMENTS
10	Crisis and core DV services are provided to DV survivors and their children (from Application Form, and attachments)
10	Quarterly reports and fiscal/invoices for FY 2003-04 to VDSS show contract compliance (Award 5 points for quarterly program reports and 5 points for fiscal/invoices.)
10	Applicant is VADV Certified for 2003 calendar year: (Award 10 points for full certification, 5 points for provisional certification, 3 points for application, and 0 points for no application)

30	BUDGET AND PROGRAM COSTS
10	All costs proposed are reasonable and support proposed activities, outputs and outcomes
5	Funding streams selected by applicant are appropriate to support services planned and complement other program revenues
5	Budget forms (5 pages of each budget form a set) are accurate and complete with a “set” provided for each funding stream
5	Sources of cash and in-kind match are correctly calculated, and meet funding requirements
5	Applicant agency, through administrative structure and past performance, demonstrates ability to maintain required records and fiscal accountability
10	PERFORMANCE MEASURES
5	Services, approach, and administration support performance measures
5	Applicant demonstrates capacity to achieve defined outcomes
5	<u><i>Five additional “Bonus Points”:</i></u> Applications displaying innovative approaches in the provision of services to survivors and their children at the local service delivery level may receive up to five additional points.
105	MAXIMUM AVAILABLE POINTS

B. Award to Grantees:

The Request for Applications process is a competitive process and awards are given based on a review of criteria defined within the RFA and negotiations of final terms. The Department reserves the right to award single or multiple awards. The Department may, with a written explanation, withdraw the RFA or reject applications at any time prior to the award(s).

V. REPORTING REQUIREMENTS

Quarterly reports are required by all grantees. The quarterly reports will include a statistical summary, a one page narrative, and a case

study for each funding stream. An invoice for allowable expenditures shall be submitted to the Department within 30 days after the end of each quarter. Barriers to meeting objectives outlined in the activities / outcome form shall be reported and solutions to such barriers shall be explored and included in the quarterly reports.

- Data for VOCA, FVPSA and VFVPP will be downloaded by each grantee from VADData. A final report will address the activities, outputs, outcomes and overall accomplishment during the funding year. The final report will be due July 30, 2005.

VI. APPLICATION AND FORMS

- A. GRANT APPLICATION COVER SHEET
- B. FEDERAL PROGRAM ASSURANCES
- C. GENERAL GRANT CONDITIONS
- D. OVERVIEW OF ACTIVITIES/OUTCOMES FORM
- E. ITEMIZED BUDGET
- F. QUARTERLY PROGRESS REPORT

DV GRANT APPLICATION INSTRUCTIONS

Department of Social Services

7 North Eighth Street

Richmond, Virginia 23219

The grant application form may be downloaded from the following VDSS web site at <http://www.dss.state.va.us>.

Funding Stream – Check the funding stream for which you are applying.

Grant Program – List the grant program you are applying for.

Applicant - Use this space to provide the name of your organization.

Applicant FIN – Use this space to provide the applicant localities federal Taxpayer Identification number.

Jurisdiction(s) Served - List all localities to be served using the FIPs jurisdiction names.

Program Title - List the specific title of the funding stream, if any, under which you are requesting funds.

Grant Period - Provide the proposed grant period.

Type of Application – New or Established. Applicants must specify if the program is VADV certified as a domestic violence program.

Project Director, Project Administrator, and Finance Officer

Project Director - The person who will have day-to-day responsibility for managing the project.

Project Administrator - The person who has authority to formally commit the not-for-profit organization, locality, or state agency to comply with all the terms of the grant application including the provision of the required cash match. This **must** be the chief executive officer of the applicant organization, the highest elected officer of the locality, or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Finance Officer - The person who will be responsible for fiscal management of funds.

It is extremely important that you provide fax as well as telephone numbers for each person. If possible, please provide an e-mail address also.

Additional Applicant Information – A fill-in-the-blank section of the application cover sheets are designed to provide detailed information about the applicant agency and the services provided. **Information regarding services delivery area will be used by VDSS for planning purposes.**

Project Budget Summary – Total figures from “Itemized Budget.”

Authorization to Receive Automated Data (Attachment A, Last Section) must be signed and returned with the completed Application Sheets. This

authorization allows Virginians Against Domestic Violence to access statistical data reported into VADData by each recipient of funding from this RFA.

Remittance Electronic Data Interchange Virginia (EDI), administered by the Virginia Department of Accounts, is the vehicle for reimbursing agencies under this grant. Applicants must certify that they are eligible to, or will apply for, reimbursement through EDI. Certification statement (Attachment A, Last Section) must be signed and returned with the completed application sheets.

Eligibility and No Fee Assurance Form provides assurances that no fees will be charged for services to victims of domestic violence.

DV GRANT APPLICATION FORM

Department of Social Services

Request for Application Number GCCD-04-08

Grant Program:	Domestic Violence (DV) Prevention Program		
Applicant:			
Mailing Address:			
Applicant Federal ID Number:			
Type of Funding Requested	Check all that apply: <input type="checkbox"/> VOCA <input type="checkbox"/> FVPSA <input type="checkbox"/> VFPVP <input type="checkbox"/> TANF (A checkmark certifies that applicant meets all federal and state requirements.)		
Jurisdiction(s) Served:			
Program Title:			
Grant Period:	July 1, 2004 – June 30, 2005		
Application Type:	<input type="checkbox"/> New; OR , <input type="checkbox"/> Established; and , <input type="checkbox"/> Check this block only if the applicant is a DV Program that is certified (full or provisional) by Virginians Against Domestic Violence (VADV)		
	Project Director	Project Administrator	Finance Officer
Name:			
Title:			
Address			
Phone:			
Fax:			
Email:			
<input type="checkbox"/> Check this box ONLY if quarterly reimbursement would result in hardship.			

Signature of Project Administrator/Director:

Date:



AUTHORIZATION TO RECEIVE AUTOMATED DATA

This document constitutes permission for the data entered for the 2004-05 state fiscal year by:

_____ in the VADData system
Name of Applicant Agency

Managed by: Virginians Against Domestic Violence (VADV)

To be released to: The Department of Social Services, Domestic Violence Prevention Program.

AUTHORIZED SIGNATURE

TITLE

DATE



CERTIFICATION TO RECEIVE ELECTRONIC REIMBURSEMENT

This document constitutes certification that _____
(Name of Applicant Agency)

is eligible, or will apply for access to, the Virginia Department of Accounts Remittance Electronic Data Interchange Virginia. No reimbursement by check will be made to the applicant agency by the Virginia Department of Social Services.

AUTHORIZED SIGNATURE

TITLE

DATE



ELIGIBILITY AND NO FEE ASSURANCE

On behalf of _____, I certify that fees
(Name of Agency)

are not charged for services to victims of domestic violence.

AUTHORIZED SIGNATURE

TITLE

DATE

ADDITIONAL APPLICANT INFORMATION

1) Applicant Type	_____ Nonprofit _____ Local Government		
2) Does the applicant provide residential DV shelter directly?			
_____ Yes	<u>If yes</u> , indicate the number of beds, as approved by the local building official, available to DV victims and their children that are available for the full grant year (July 1, 2004 – June 30, 2005)		
_____ No	<u>If no</u> , indicate how DV shelter is provided: _____ Agreement _____ Subcontract		
Please make any comments appropriate regarding question #2:			
3) Check each service below for which funding is being requested. Indicate the total, unduplicated number served from January 1, 2003 - December 31, 2003.			
Statistical data is from VADData: <input type="checkbox"/> Yes <input type="checkbox"/> No			
	24 Hour Crisis Telephone Service		Number Served
	Shelter (Residential)		Number Served
	Shelter (Arranged)		Number Served
	Crisis Counseling/Safety Planning		Number Served
	Supportive Counseling		Number Served
	Information and Referral		Number Served
	Emergency Transportation		Number Served
	Coordination of Services		Number Served
	Legal Advocacy		Number Served
	Children's Services		Number Served
	Volunteer Program		Number Served
	Systems Advocacy		Number Served
	Community Education & Public Awareness		Number Served
Other (Specify and quantify):			
Note: Safety Planning is an integral element of each of the above services.			
4) Does the applicant provide Transitional Housing?			_____ Yes _____ No

ADDITIONAL APPLICANT INFORMATION

<u>If yes,</u> please indicate the number of beds/units approved by the local building official.	Number of Beds/Units:
5) Does your agency serve other populations in addition to serving victims of domestic violence and their children, i.e. homeless adults / children, substance abusers, release from correctional facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>If responding yes to question 5,</u> please provide a brief description of the population served:	
6) Is the applicant agency a joint domestic violence / sexual assault program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7) Did the applicant agency receive any local government funding for FY 04:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>If responding yes to question 7,</u> please list below each local government and the amount of funding:	
Name of Local Government	Amount of Funding
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

Note: Applicants make comments regarding local government support below:

SOURCE	2003-04 (ACTUAL BUDGET)	2004-05 (PROJECTED BUDGET)	COMMENTS
From VDSS:			
VOCA			
FVPSA			
VFVPP			
TANF			
From: Virginia Department of Criminal Justice Services:			
Sexual Assault Program Grant			
Grants to Encourage Arrest Policies and Enforcement of Protective Orders			
Victim/Witness Program			
From: Department of Health:			
Rape Prevention and Education Grant			
From: Va. Dept. of Housing and Community Development (DHCD)			
SHARE Shelter Support Grant			
SHARE Federal Shelter Grant			
Child Services Coordinator Grant			
Child Care for Homeless Children Grant			
United Way / Specify:			
Other Revenues / Specify			

Name of Locality (Use FIPS)	Square Miles	Total Population
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
TOTALS		

The information above is requested for PLANNING PURPOSES ONLY. The applicant **may** make comments in the space below regarding the services delivery area. The comments will be used for statewide planning purposes.

DV Activities/Outcome Narrative

Please use this page to provide a summary of application. State the overall purpose for the application and write a paragraph for each funding source. Each paragraph should 1) name the funding stream, 2) identify outcomes anticipated, 3) identify the activities to be performed and 4) identify the community partners involved in the project.

PROJECT BUDGET SUMMARY

VDSS Funds		Match (If required)		GRAND TOTAL
VOCA	\$	Source:	\$	\$
FVPSA	\$	Source:	\$	\$
VFVPP	\$	Source:	\$	\$
TANF	\$	Source:	\$	\$
TOTAL	\$	Source:	\$	\$

Please use the space below to make comments regarding the applicant's request for funding.

Authorized Certifying Officials of agency applying for funding must sign the following forms listed below to be considered for this grant.

“SF 424B – Assurances – Non-Construction Programs”

“W-9 Request for Taxpayer Identification Number(s) and Certificate”

“SF 424B – Assurances – Non-Construction Programs”

1. Hold the “CTRL” key down while clicking on the link below to access form SF424B – Assurances – Non-Construction Programs, **OR** simply click on the link below to access the form.

<http://www.acf.hhs.gov/programs/ofs/grants/sf424b.pdf>

2. Once the form is accessed, click on “File,” then “Print.”

Read, sign and include form “SF424B – Assurances – Non-Construction Programs” in your completed application.

“W-9 Request For Taxpayer Identification Number(s) and Certificate”

1. Hold the “CTRL” key down while clicking on the link below to access “*W-9 Request for Taxpayer Identification Number and Certificate*” **OR** simply click on the link below to access the form.

[http://www.localagency.dss.state.va.us/divisions/finance/files/finance/forms/Forms/W9 Report for Taxpayer ID Numbers and Certificate.pdf](http://www.localagency.dss.state.va.us/divisions/finance/files/finance/forms/Forms/W9%20Report%20for%20Taxpayer%20ID%20Numbers%20and%20Certificate.pdf)

2. Once the form is accessed, click on “File,” then “Print.”
3. Read, sign, and include form “*W-9 – Request for Taxpayer Identification Number and Certificate*” in your completed application.

GENERAL GRANT CONDITIONS AND ASSURANCES

The applicant, for federal and state funds administered by DSS, gives assurances and certifies with respect to the grant that it will comply with the following requirements:

1. The applicant will comply with all applicable provisions of the funding source and the Department of Social Services (DSS) Program Guidelines and Application Procedure Manual for Grants and the applicable Active Program Guide for Applicants.
2. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Department of Social Services shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
3. **CHANGES TO THE AGREEMENT:** Changes can be made to the grant agreement. The parties may agree in writing to modify the scope of services. An increase or decrease in the price of the agreement resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the grant agreement.
4. **DEFAULT AND/OR CANCELLATION OF GRANT:** In the case of failure to deliver services in accordance with the terms and conditions, DSS, after due oral and written notice, may obtain them from other sources. The purchasing agency reserves the right to cancel and terminate any resulting grant, in part or in whole, without penalty, upon thirty (30) days written notice to the grantee. In the event the initial grant period is for more than 12 months, the resulting grant shall be terminated by either party, without penalty, after the initial 12 months of the grant period upon thirty (30) days written notice to the other party. Any grant cancellation notice shall not relieve the grantee of the obligation to deliver and/or perform all services agreed to prior to the effective date of cancellation.
5. **INSPECTION AND AUDIT:** The applicant agrees to retain all books, records, and other documents relative to this grant for **five (5) years after final payment, or until audited by the Commonwealth of Virginia**. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period. The applicant further agrees to comply with the organizational audit requirements of OMB Circular A-128, "Audits of State and Local Governments" or the Single Audit Act and OMB Circular A-133.

A Grantee who expends \$300,000 or more in combined federal funding is required at its expense to have an independent grant audit performed annually in accordance with the Single Audit Act and OMB Circular A-133. **A copy of all audits must be forwarded to DSS within thirty days after receipt of the report by the institution or agency.** The audit report shall be submitted no later than one (1) year from the end-date of the grant award as stated on the Statement of

Grant Award/Acceptance, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter must be submitted with the audit report.

6. **ANTI-DISCRIMINATION:** The applicant certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 11-51 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this grant, the applicant agrees as follows:
 - a. The applicant will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the applicant. The applicant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The applicant, in all solicitations or advertisements for employees placed by or on behalf of the applicant, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section.
2. The applicant will include the provision of 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

The applicant assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to DSS.

7. **ETHICS IN PUBLIC GRANTS ADMINISTRATION:** By submitting their proposals, applicants certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other applicant in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything

of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

8. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting their proposals, the applicants certify that they do not and will not during the performance of this grant employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
9. **QUALIFICATIONS OF APPLICANTS:** DSS may make such reasonable investigations as deemed proper and necessary to determine the ability of the applicant to perform the work and the applicant shall furnish DSS all such information and data for this purpose as may be requested. DSS reserves the right to inspect applicant's capabilities. DSS further reserves the right to reject any application if the evidence submitted by, or investigations of, such applicant fails to satisfy DSS that such applicant is properly qualified to carry out the obligations of the sub grant and to complete the work contemplated therein.
10. **NONDISCRIMINATION OF APPLICANTS:** An applicant shall not be discriminated against in the solicitation or award of this grant because of race, religion, color, sex, national origin, age, or disability or against faith-based organizations. If the award of this grant is made to a faith-based organization, and an individual who applies for or receives goods, services, or disbursements provided to this grant objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
11. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that DSS shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
12. **RENEWAL OF GRANT:** This grant may be renewed for up to two years.
13. **APPLICANT PERFORMANCE:** The purchasing agency reserves the right to send one of its representatives to the event at no cost to the Commonwealth. The purchasing agency may monitor and evaluate the applicant's performance under the grant through analysis of required reports, expenditure statements, site visits, interviews with or surveys of relevant agencies/ organizations and individuals having knowledge of the applicant's services or operations, audit reports, and other mechanisms deemed appropriate by the purchasing agency. Performance under this grant shall be a primary consideration for extension of this grant and may be a consideration in future grant awards and negotiations.
14. **FISCAL ADMINISTRATION:** These funds are not intended to supplant existing resources or to duplicate existing funds. It is expected that this source of revenue will encourage and stimulate contributions from other public and private sources.

- A statement of grant award/acceptance will be signed between the Virginia Department of Social Services and the local administrator of the applying agency upon granting of an award. Upon approval of the grant award, the grantee will be reimbursed for expenses on a **quarterly** basis according to the terms of the grant award. Therefore, the applicant agency must be prepared to pay expenses as they are incurred and then submit expenditure statements/request for funds on a **quarterly** basis to the Department of Social Services for reimbursement. The sub-grantee should allow 30 days from the time expenditure statements/request for funds are received by the Department until reimbursement is received. If errors are found in the expenditure statements, the 30 days will be from the date errors are corrected.
- The applicant will be required to maintain adequate accounting records to support all requests for reimbursement. These records shall be available for review by the State.

15. **COMPENSATION:** to the grantee for delivered services shall be as follows:

- The grantee shall be paid on a cost reimbursable basis.
- Actual expenditures shall be invoiced pursuant to approved line item budget categories.
- No amendments to the approved budget may be made without the prior written approval of the Department of Social Services. No more than **two** budget amendment will be permitted during the grant period. No budget amendment will be approved within 60 days of the end of the grant year. Budget amendments must be requested using the Budget Amendment Request form accompanied by a narrative.
- The invoice period shall be **quarterly**. The grantee shall invoice the purchasing agency each **quarterly** on forms supplied by the purchasing agency and shall submit an expenditure statement/request for funds and financial report showing no services delivered if that is the case in any invoice period. The purchasing agency shall not be obligated to pay for services when the grantee fails to submit **quarterly** expenditure statements/request for funds and a financial report for such services within thirty (30) calendar days after the close of the **quarter** in which services were delivered. Expenditure statements/request for funds which are valid and correct shall be processed and paid no later than thirty (30) calendar days after receipt of the expenditure statement/request for funds.
- If the grantee fails to correctly provide any services and/or reports as specified in the terms and conditions of the grant, and in the time period specified, the purchasing agency may withhold payment of expenditure statements/request for funds until said services and/or reports are provided. All services provided

by the grantee pursuant to this grant shall be performed to the satisfaction of the purchasing agency, and in accord with applicable federal, State and local laws, ordinances, rules and regulations. The grantee shall not receive payment for work found by the purchasing agency to be unsatisfactory, or performed in violation of federal, State or local laws, ordinances, rule or regulations.

- Reimbursement shall be made electronically, using the Virginia Department of Account's Remittance Electronic Data Interchange (EDI).
- The grantee shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the State. Expenditures will be monitored by the Department of Social Services.

16. **DRUG-FREE WORKPLACE:** During the performance of this grant, the applicant agrees to (i) provide a drug-free workplace for the applicant's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the applicant that the applicant maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every sub-grant or purchase order of over \$10,000, so that the provisions will be binding upon each sub-applicant or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific grant awarded to an applicant in accordance with this certification, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the grant.

17. **SMOKE FREE ENVIRONMENT:** By submitting their proposals, applicants certify to the Commonwealth that they will comply with the requirements of Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or granted for by an entity and used routinely or regularly for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

CERTIFICATION

I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the General Grant Conditions and Assurances and all other federal and state laws and rules and regulations that apply to this award.

Authorized Official's Signature

Date

INSTRUCTIONS FOR COMPLETING ACTIVITIES/OUTCOMES FORM

Performance Measurement is a system for measuring the **results** of public programs.

Why Performance Measurement?

No longer are legislators and funders satisfied with allocating dollars and getting back reports of numbers served and program activities. Performance measurement enables legislators, funding sources, and communities to know what impact the dollars have had i.e. ***what effect or change has resulted from dollars invested and how a person's life or community has been changed.***

Performance measurement starts with "the end in mind" e.g. what do you want to occur as a result of your service?

Performance measurement consists of:

High level outcomes: Desired results in social health or well-being. High level outcomes reflect the longer-term, global effects the program is intended to achieve, e.g. to enhance the independence, well-being, and personal responsibility of our customers (a VDSS' goal).

Activities: Improve and increase access to high quality services and support to victims of domestic violence.

Staff Responsible: Indicate the staff or organizations responsible for carrying out each activity/initiative.

Output: An output is a process measure which describes the conditions under which measurements will be made. This may refer to the timeframe and/or implementation of an activity/initiative, frequency, number of participants, etc. Process measures are *activity focused and contribute to interim outcomes. They do not reflect qualitative outcomes*, e.g., the number of victims of domestic violence sheltered.

Outcomes: Interim improvements in participant's or community's progress towards a high level outcome. Interim outcomes reflect a more immediate or direct effect a program is intended to achieve. Outcomes typically address changes in participant performance/behavior that occur as a result of specific activities. They may include, but are not limited to, a change or benefit in behavior, knowledge, skills, attitude, values, or condition.

Outcome Measures: Documents the condition of clients after a service has been provided e.g. increased skills, modified behavior, improved condition. Outcome measures address *qualitative outcomes. For example, the number of individuals leaving shelter with individual safety plans to better understand responses to future violence.*

Outcome measures can include research based instruments with demonstrated reliability and validity, statistics, interviews, observations, rating scales, surveys, focus groups, records, goal attainment, etc.

Performance measurement enables program directors and communities to measure program effectiveness and *demonstrate both quantitative and qualitative* results that contribute to a higher level social outcome.

Example:

Strategy Agency “x” will provide shelter victims of domestic violence and their children

Staff Responsible Jane Smith, Shelter Manager

Output Provides shelter to 150 victims of domestic violence and their children during the contract year, 7/1/04 – 6/30/05. Responds to immediate need for safety of victims of domestic violence and their children

Interim Outcome Domestic violence victims will understand the dynamics of domestic violence and the value of individual safety planning to protect themselves and their children

Outcome Measure 75% of victims of domestic violence will have individual safety plans upon leaving shelter as measured by data entered into the domestic violence statewide database, VADData.

OVERVIEW OF ACTIVITIES/OUTCOMES

GRANT PERIOD: FROM ___/___/___ TO ___/___/___ GRANTEE NAME: _____

HIGH LEVEL OUTCOME:

ACTIVITIES	STAFF RESPONSIBLE	OUTPUT	INTERIM OUTCOMES FOR CHILD, FAMILY OR COMMUNITY	EVALUATION *
What the service/initiative does.		What program produces. Service frequency, participant numbers, begin/end dates.	Qualitative results from activity. What difference will the service make?	Qualitative & Quantitative Outcome Measures

* Outcome measures can include surveys, interviews, rating scales, records, case plan goal attainment, observations, statistics, etc.

BUDGET SUMMARY - DSS FUNDS AND MATCH FUNDS (Check **ONLY One** Below)

_____ **VOCA** _____ **FVPSA** _____ **VFVPP** _____ **TANF**

GRANT PERIOD: FROM ___/___/___ TO ___/___/___ GRANTEE NAME: _____

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST	TOTAL MATCH AMOUNT
SALARIES			
EMP. BENEFITS			
POSTAGE			
RENT & UTILITIES			
EQUIPMENT			
PRINTING			
CONSUMABLE SUPPLIES			
TRAVEL			
OTHER (Specify)			
OTHER (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL REQUESTED FROM DSS			

* Awarded funds cannot be used to supplant existing funds.

ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS

GRANT PERIOD: FROM ___/___/___ TO ___/___/___ GRANTEE NAME: _____

SALARIES (Staff Position)	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
STAFF POSITION				
1.				
2.				
3.				
4.				
5.				
TOTAL SALARIES REQUESTED FROM DSS				
EMPLOYEE BENEFITS				
NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA				
PENSION/RETIREMENT				
HEALTH INSURANCE				
WORKER'S COMPENSATION				
UNEMPLOYMENT				
OTHER (SPECIFY)				

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

GRANT PERIOD: FROM ___/___/___ TO ___/___/___ GRANTEE NAME: _____

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
POSTAGE TOTAL		
Administrative		
Program		
RENT AND UTILITIES TOTAL		
Rent		
Utilities		
Telephone		
EQUIPMENT TOTAL		
Equipment Purchase		
Equipment Rental		
PRINTING TOTAL		
Administrative		
Program		
CONSUMABLE SUPPLIES TOTAL		
Office		
Program		

(continued on Page 2)

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

GRANT PERIOD: FROM ____/____/____ TO ____/____/____ GRANTEE NAME: _____

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
TRAVEL TOTAL		
Administrative		
Program		
OTHER TOTAL		
Insurance		
Professional Fees		
Client Fund		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		

TOTAL AMOUNT REQUESTED FROM DSS: \$ _____

ITEMIZED BUDGET - MATCH DOCUMENTATION

GRANT PERIOD: FROM ____/____/____ TO ____/____/____ GRANTEE NAME: _____

BUDGET CATEGORY	BRIEF DESCRIPTION	SOURCE	CASH	IN-KIND VALUE	TOTAL MATCH
Salaries					
Employee Benefits					
Postage					
Rent and Utilities					
Equipment					
Printing					
Consumable Supplies					
Travel					
Other (Specify)					
Total Amounts Supplied by Match					

Progress Report

Virginia Department of Social Services

Grantee:		Grant Number: G-SVC-04-08	
Project Title: Domestic Violence Grant		Date of Report:	
Grant Period:	To:	Final Report? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date Project Completed:	Report Period Ending: 9/30 <input type="checkbox"/> 12/31 <input type="checkbox"/> 3/31 <input type="checkbox"/> 6/30 (Final for July 1 – June 30) <input type="checkbox"/>		
Program Administrator:		Project Director:	
E-Mail:		E-mail:	

This progress report is required as part of the program reporting requirements of the Virginia Department of Social Services. The report should include:

Program Activities and Issues

Describe in a one page narrative, progress and barriers during the reporting period. If this is a final report, the report should be cumulative as well.

- A. Make reference to the project describing any activities relative to the achievement of outcomes. Explain any changes in projected activities and time frames.
- B. Integrate within the narrative an analysis of the evaluation data to support the project outcomes.

Quarterly Status Report

For VOCA, FVPSA and VFVPP - Enclosed is a blank Domestic Violence Program Report form. The data for this report is downloaded by the grantee from VADData.

For TANF – The Life Skills Assessment Form is being streamlined based on comments received during the FY 04 contract year. The quarterly report form will be the same summary form used to report number and percent of individuals with increased life skills.

Case Narrative

Provide a case narrative, not to exceed one page, demonstrating the services provided and outcome achieved. Identify barriers and successes regarding the individuals served through this grant.

Mail an original and one copy of this report, including this Face Sheet, the written narrative, and the Quarterly Status Report to _____ (name will be assigned at later date), the Department of Social Services, 7 North 8th Street, 4th Floor, Richmond, Virginia 23219.

VDSS Use Only	
TA Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:
Recommendation:	
Action Taken:	

Virginia Department of Social Services

Domestic Violence Program Report

Program Name:		
Report Period:		
SAFETY PLANNING SERVICES DATA		
(all information in this section is compiled from the Advocacy Form)		
	Number	Percentage
Total Receiving Advocacy		
Receiving Safety Planning		
# of Victims (new contacts) that have employed strategies to address the violence		
# of Victims (new contacts) that sought criminal sanctions		
# of Victims (new contacts) that sought civil orders		
SURVIVORS WHO RATED SUPPORT FROM DSS		
	Number	Percentage
Total # who rated DSS in period		
Rated Helpful		
Rated Unhelpful		
Rated Neither Helpful/Unhelpful		
SHELTER SERVICES DATA		
(all information in this section is compiled from the Shelter and Hotline Forms)		
	Number	Percentage
Total Families Exiting Shelter		
Exit plans for more safe and stable housing:		
Return home, abuser no longer present		
Enter self-supported housing		
Left to stay at residence of friend/relative		
Entered Transitional Housing		
Total who returned home (abuser not present), entered self-supported housing, or left to stay with friends/relatives		
Shelter Provided during the Report Period		
Total Number of Families in Shelter		
Nights of Shelter Provided to Adults		
Nights of Shelter Provided to Children		
Total Nights of Shelter Provided		
Shelter Requests Unable to Fill, because Shelter was full		

QUARTERLY STATUS REPORT

Quarter: 1st ___ 2nd ___ 3rd ___ 4th ___

GRANTEE NAME: _____ GRANT# _____

INTERIM OUTCOMES (as stated on Approved Activities/Outcome Form): _____

	STRATEGIES/ ACTIVITIES THIS QUARTER	ACHIEVEMENTS THIS QUARTER	OUTPUTS/ NUMBERS SERVED	PROBLEMS/CHANGES
1				
2				
3				
4				
5				

QUARTERLY STATUS REPORT

Quarter: 1st ___ 2nd ___ 3rd ___ 4th ___

GRANTEE NAME: _____ GRANT# _____

	ACTIVITIES THIS QUARTER	OUTPUTS	OUTCOMES	ACCOMPLISHMENTS
1				
2				
3				
4				
5				

Issues & Comments: _____

QUARTERLY FINANCIAL STATUS REPORT

GRANT PERIOD: FROM ____/____/____ TO ____/____/____ GRANTEE NAME: _____

BUDGET CATEGORY	A. TOTAL APPROVED BUDGET	B. EXPENDITURE S PREVIOUSLY REPORTED	C. EXPENDITURES THIS QUARTER	D. UNLIQUIDATED OBLIGATIONS	E. TOTAL EXPENDITURES YEAR TO DATE
Salaries & Wages					
Benefits					
Postage					
Rent and Utilities					
Lease/Purchase Equipment					
Printing					
Consumable Supplies					
Travel					
Other (Specify)					

APPENDIX I

DEFINITIONS

Certified Program means a domestic violence crisis program which has received Full or Provisional Certification from the Certification Committee of Virginians Against Domestic Violence, the Virginia statewide coalition of domestic violence programs.

Domestic Violence Crisis and Core Services include but are not limited to:

24-Hour Crisis Telephone Service (Hotline): Telephone access to support and crisis counseling for domestic violence survivors and their children on a twenty-four hour basis.

Children's Services: Services that address the safety and immediate service needs of children of victims who are receiving services.

Coordination of Services: Work on behalf of victims of domestic violence assuring access to resources that will meet each victim's needs.

Crisis Counseling and Safety Planning: Counseling provided by trained volunteers/staff to assess the immediate needs of victims of domestic violence, assist with safety planning, and respond to the immediate crisis.

Emergency Transportation: Access to emergency transportation to provide a means for domestic violence victims and their children to leave a violent situation and gain access to a safe location.

Information and Referral: Provision of information about and referral to needed community services.

Legal Advocacy: Work with and on behalf of victims of domestic violence who are using the legal system to meet their identified needs. Legal advocacy must support and empower victims as they explore their legal options.

Shelter: Temporary emergency housing, including safe homes, motels and/or a shelter facility. Costs associated with this service may include a portion of shelter operational costs, staff salaries, rent, transportation, utilities, food, clothing, and other supplies.

A **Residential Shelter** is a facility operated by the applicant agency to provide safe accommodations, available 24-hours a day, 7 days a

week, for victims of domestic violence and their children who are in eminent danger.

Supportive Counseling: Counseling, support, and education provided by an individual trained in domestic violence counseling.

Volunteer Program: A system for recruiting, training, and utilizing volunteers in the domestic violence program.

Established Program means any program which **CURRENTLY RECEIVES** funding from the Virginia Department of Social Services through domestic violence contracts.

Finance Officer is the person who will be responsible for fiscal management of funds

New Program means any program **NOT CURRENTLY** funded by the Department of Social Services.

Project Administrator is the person who has authority to formally commit the not-for-profit organization, locality, or state agency to complying with all the terms of the grant application including the provision of the required cash match. This **must** be the chief executive officer of the applicant organization, the highest elected officer of the locality, or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Project Director is the person who will have day-to-day responsibility for managing the project

Services to Underserved Populations means programs and protocols that make services available to domestic violence victims who are members of underserved populations. Populations may be underserved due to ethnic, racial, cultural, language diversity, or geographic isolation.

APPENDIX II

DV PREVENTION GRANT CHECKLIST

The following are required components for the FY 05 DV Prevention Grant:

- ☐ Completed Application Form (Attachment B) with the following authorized signatures:
 - ☐ Signature of Project Administrator/Director in the first page
 - ☐ Authorization to Receive Automated Data Statement
 - ☐ Eligibility & No Fee Assurance Statement
 - ☐ SF 424 B – Assurances – Non-construction Programs
 - ☐ “W-9” & Certificate (with signatures)
- ☐ General Grant Conditions and Assurances (Attachment C) signed
- ☐ Budget Forms (five pages) for each funding stream requested
- ☐ Overview of Activities / Outcomes Form (s) to support application and each funding stream requested
- ☐ Copies of Interagency Agreement(s) relevant to the application
- ☐ Current 501 Certification, if applicant is not a public agency
- ☐ Proposed Organizational Chart for the ENTIRE Domestic Violence Program
- ☐ Position descriptions for ALL positions to be funded through this RFA
- ☐ Copy of Applicant Agency's Mission Statement and Confidentiality Policy